

A Laboratory Manual for

English for Technical

Communication (02000021)

B.E. Semester 2 (All branches)

Institute logo



Directorate of Technical Education, Gandhinagar,
Gujarat

**English for Technical Communication
(02000021)**

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Head of the Department

Preface

Main motto of any laboratory/practical/field work is to enhance required skills as well as to create the ability amongst students to solve real time problems by developing relevant competencies in the psychomotor domain. By keeping in view, GTU has designed competency focused outcome-based curriculum for engineering degree programs where sufficient weightage is given to practical work. It shows the importance of enhancement of skills amongst the students and pays attention to optimum utilization of time allotted for practical amongst students, instructors and faculty members to achieve relevant outcomes by performing the activities rather than by mere theoretical study. It is essential for effective implementation of competency focused outcome-based curriculum that every practical is keenly designed to serve as a tool to develop and enrich relevant competency required by the various industries among students. These psychomotor skills are very difficult to develop through traditional chalk and board content delivery methods in the classroom. Accordingly, this lab manual is designed to focus on the industry-defined relevant outcomes, rather than old practice of conducting practical to prove concepts and theory.

By using this lab manual students can go through the relevant theory in advance before the actual performance which creates an interest and students can have basic ideas prior to performance. This in turn enhances predetermined outcomes amongst students. Each activity in this manual begins with course outcomes as well as practical outcomes (objectives).

This manual also provides guidelines to faculty members to facilitate student centric lab activities through each activity by arranging and managing necessary resources in order. It also gives an idea of how students will be assessed by providing necessary criteria.

Utmost care has been taken while preparing this lab manual however there is always a room for improvement. Therefore, we welcome constructive suggestions for improvement and removal of errors if any.

Practical – Course Outcome Matrix

Course Outcomes (COs):						
At the end of the course students will be able to:						
1. Understand the process of communication, types of communication and difference between technical and general communication.						
2. Use diverse vocabulary and knowledge of grammar in both spoken and written communication for clarity and coherence.						
3. Prepare formal content and professional documents with precision and conciseness.						
4. Communicate in group, deliver effective presentations, grasp phonetics, employ active listening, and enhance reading across various genres.						
5. Analyze and interpret different literary texts to understand and appreciate the use of language in various contexts and thereby gain a deeper understanding of different cultures, themes, and writing styles.						
Sr. No.	Objective(s) of Practical	CO 1	CO 2	CO 3	CO 4	CO 5
1.	To help students improve their speech and communication skills focusing on clarity and audience engagement.		√		√	
2.	To use the knowledge of vocabulary, and grammar in enhancing writing skills		√			
3.	To improve active listening skills and enhance the ability to understand various communication styles	√			√	
4.	To strengthen language proficiency		√			
5.	To enhance the ability to understand a variety of texts and summarize key ideas while retaining the core meaning.				√	√
6.	To build better communication skills, empathy, and ability to respond effectively in various situations.	√			√	
7.	To improve written communication focusing on clarity, structure, and contextual language.		√	√		
8.	To improve communication focusing on observation, description, and interpretation.		√			√
9.	To develop group communication while sharpening critical thinking, and persuasive skills.		√		√	
10.	To boost teamwork, group dynamics, and the ability to present ideas clearly while listening and responding to others' viewpoints effectively.				√	
11.	To reform pronunciation, speech clarity, and understanding of sound patterns for better speech.				√	

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(Progressive Assessment Sheet)

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Total							

Practical No: 1

Spotlight on Tech Today

Date:

No. of hours to be dedicated: 02

Relevant CO: 2 & 4

Objectives: To help students improve their speech and communication skills by presenting a simple technical topic related to current events, focusing on clarity and audience engagement.

Theory:

- **Speech Structure:** Use a clear structure.
- **Clarity:** Focus on simple sentences to make the message easy to understand.
- **Active vs. Passive Voice:** Use active voice for clear and engaging speech.
- **Vocabulary:** Use appropriate and varied vocabulary without ambiguity.
- **Grammar:** Ensure correct sentence structure, subject-verb agreement, and tense usage

Task:

Choose a simple, technical topic related to current events. For example:

"The Rise of E-Vehicles"

"How fast internet is Changing Communication"

"Artificial Intelligence and Healthcare"

"The Impact of Cyber security Threats"

Prepare Your Speech for 2-3 minutes.

Organize your speech into three parts:

Introduction: Introduce the topic and its relevance.

Main Body: Discuss 2-3 key points or facts related to the topic.

Conclusion: Summarize the key points and provide a final thought or call to action.

Remember: Use clear, simple language to explain technical concepts.

Avoid jargon unless you briefly explain it.

Use examples or real-world applications to make your speech relatable.

Criteria for assessment:

Criteria	Linguistic Competency <i>/ 2</i>	Grammar <i>/ 2</i>	Content <i>/ 4</i>	Concept Clarity <i>/ 2</i>	Total <i>/ 10</i>
Marks					

Practical No: 2

Paragraph Writing and Expansion of Story

Date:

No. of hours to be dedicated: 02

Relevant CO: 02

Objective:

- To write a paragraph on a given topic using appropriate and relevant ideas, vocabulary and sentence structures.
- To complete the story content using imagination and appropriate vocabulary and sentence structures ensuring coherence.

Task 1. Write a 200-250 word paragraph on THREE topics from the above list keeping in view the following:

- Clear and concise sentences
- Transition words (e.g., In addition, Therefore, furthermore, however etc.)
- Technical vocabulary appropriate to the topic

Ask the following questions to assess / review the paragraph that you have written.

- Does the paragraph have a topic sentence?
- Are their sufficient numbers of relevant supporting sentences in the body of paragraph?
- Are the ideas logically arranged?
- Does the paragraph use Transition or Linking Words? List the words.
- Does the paragraph stick to one idea and no diversion at all?
- Does the paragraph have a concluding sentence?
- Are there any grammar or spelling mistakes?

Practical No: 3

Listen and Learn

Date:

No. of hours to be dedicated: 02

Relevant COs: 1 & 4

Objectives: To develop listening skills with the help of students with the help of Listening Comprehension, Podcasts, Audio Books, Ted Talks.

Task: The students need to use the following audio links to complete the activity. After the completion of each audio activity, the students are required to write their observations in the form of points in the space provided below. [Any 5 as per instructions of the teacher]

Tech conversation:

<https://www.youtube.com/watch?v=8sxAcYnZFAk&t=26s>

Podcast:

<https://youtu.be/H5qpiufBaY4?si=xV455mDuGhBt4vq8><https://youtu.be/H5qpiufBaY4?si=xV455mDuGhBt4vq8>

Audio Book:

<https://youtu.be/ZpGhK-udx-E?si=VibaHypYKMV7Gtym>

Ted Talks:

<https://www.youtube.com/watch?v=lg48Bi9DA54>

(source:- Youtube)

For each audio/video summarize the main ideas, identify specific details like facts, examples, etc, analyze the content and connect it with any other ideas if possible, and write in short how the ideas discussed in the audios/videos relate to your experience.

1. Listening Comprehension

Go to the *learn English feel good* (<https://www.learnenglishfeelgood.com>) website and follow the instruction. Appear in each test of **SPELLING PRACTICE** and know your score.

TEST	Score	TEST	Score
Englishspellingpractice test 1		Englishspellingpracticetest 9	
Englishspellingpractice test 2		Englishspellingpractice test 10	
Englishspellingpractice test 3		Englishspellingpractice test 11	
Englishspellingpractice test 4		Englishspellingpractice test 12	
Englishspellingpracticetest 5		Englishspellingpractice test 13	
Englishspellingpractice test 6		Englishspellingpractice test 14	
Englishspellingpractice test 7		Englishspellingpractice test 15	
Englishspellingpractice test 8			

Go to the *learn English feel good* (<https://www.learnenglishfeelgood.com>) website and follow the instruction. Appear in each test of **ENGLISH PRONUNCIATION PRACTICE** and know your score.

TEST	Score	TEST	Score
Englishlisteningpracticetest1		Englishlisteningpracticetest11	
Englishlisteningpracticetest2		Englishlisteningpractice test12	
Englishlisteningpracticetest3		Englishlisteningpracticetest13	
Englishlisteningpracticetest4		Englishlisteningpractice test14	
Englishlisteningpracticetest5		Englishlisteningpractice test15	
Englishlisteningpracticetest6		Englishlisteningpracticetest16	
Englishlisteningpracticetest7		Englishlisteningpracticetest17	
Englishlisteningpracticetest8		Englishlisteningpracticetest18	
Englishlisteningpracticetest9		Englishlisteningpracticetest19	
Englishlisteningpracticetest10		Englishlisteningpracticetest20	

Source:<https://www.learnenglishfeelgood.com>

BBC Learning English Podcasts

The BBC Learning English Series of topical discussion and new vocabulary is one of the most useful resources for English language learners and teachers.

Listen to the following podcast (make sure you check out the questions before hand).

<http://www.bbc.co.uk/programmes/p0br79rg/player>

After while listening to the podcast, answer the following questions:

- What is the podcast about?

- Write some words which are new for you.

- There's a scientific field of study into laughter and its effects on the human body. What is this study called?

- Summarize the podcast information in 100-150 words

Listen to other such podcast episodes and repeat the same instructions. You can access more podcasts at <https://www.bbc.co.uk/learningenglish/english/features/6-minute-english>.

Criteria for assessment:

Criteria	Comprehension / 4	Retention / 2	Critical Thinking / 2	Engagement / 2	Total / 10
Marks					

Practical No: 4

Vocabulary and Grammar

Date:-

No. of hours to be dedicated: 04

Relevant CO: 2

Objectives:- To increase vocabulary and grammar skills of the learners

Theory:

This activity is based on the grammar chapter taught by the teacher in the classroom.

Task:

Students are informed to follow the instructions and complete the following exercises with the help of the teacher.

Complete the following one word substitutes:-

Printing using a stone or a metal plate with a completely smooth surface	
Mapping of earth and its formation	
Art related to ornate, good handwriting	
Scientific study of bodily diseases	
Study of birds	
Study of living things	
Study of religion	
Study of science of insects	
Study of sound and sound waves	
Study of the influence of planets and stars on human events	
One who is all knowing	
One who is present all over	
One who can throw his voice	

One who talks while sleeping	
One who takes part in dialogue or conversation	
Morbid delusion of power, importance of godliness	
Morbid, uncontrollable desire on the part of a woman	
Morbid, uncontrollable desire on the part of a man	
Person with one-track mind	
Compulsion to tell lies	
Madness with obsession with something	
Source: https://www.hitbullseye.com/Vocab/One-Word-Substitute-List.php	

Give meanings of the following technical words related to your branch.

design		construction	
technology		hydrology	
engineering		organize	
plan		manufacturing	
microscopy		technical	
Source: https://relatedwords.io/engineering			

Search and mention the asked details for the following foreign words.

Word/Phrase	Origin	Meaning
a la carte		
alfresco		
bona fide		
café		
genre		
glitch		

terracotta		
tsunami		
Subpoena		
vice versa		
Source: https://www.learn-english-today.com/vocabulary/foreign-words-in-english.html		

Complete the following tasks of the word formation process.

1. Write 10 Compounding words in the space given below.

2. Write 10 Blending words in the space given below.

3. Write 10 Clipping words in the space given below.

4. Write 10 Creative Respelling words in the space given below.

5. Write 10 Coining words in the space given below.

6. Write 10 Borrowing words in the space given below.

7. Write 10 Derivation words in the space given below.

Complete the following tasks of the word formation process.

Prefix	Meaning	Example (minimum 5 words of each prefix)
inter-		
mal-		
mis-		
neo-		
non-		
Suffix	Meaning	Example (minimum 5 words of each prefix)
-ess		
-esque		
-ette		
-fest		
-fy		

Complete the following tasks of synonyms and antonyms.

Words	Synonyms (minimum 2)	Antonyms (minimum 2)
Abundant		
Abolish		
Abash		
Baffle		
Bewitching		
Bustle		
Cease		

Chaste		
Comprise		
Epitome		
Fabricate		
Feeble		
Ferocious		
Hazard		
Humble		
Humility		
Immerse		
Imminent		
Inevitable		
Jaded		
Justify		
Prudence		
Pompous		
Restrain		
Redeem		
Taciturn		
Tedious		
Zeal		
Zenith		

Solve the following abbreviations and acronyms.

BBC	
BC	

BCG	
CC	
COD	
CPI	
DDT	
DIR	
EFA	
EFT	
LASER	
MFA	
MFI	
LOL	
WIP	
FOMO	
NASA	
RAM	
NATO	
SCUBA	

Identify the parts of speech in the following sentences.

1. Nilay is not coming today.
2. My dad will be departing for Abu tomorrow.
3. The teacher asked the students to stand.
4. He is my cousin.
5. There is a dog under the table.
6. The clothes did not dry as it was raining all night.
7. Sila and her sister dance well.

8. I am wearing a green dress for the party.
9. Oh! That is really sad.
10. She is coming with me.

Use proper articles (a, an, or the) in the following sentences.

11. I saw ___ eagle at the zoo.
12. Can you give me ___ salt, please?
13. She is ___ electrician.
14. They bought ___ house in the village.
15. ___ sun rises in the east.
16. He wants to be ___ doctor.
17. We visited ___ Sardar Statue last summer.
18. ___ apple a day keeps the doctor away.
19. ___ moon is very bright tonight.
20. There is ___ glass on the table.

Choose the correct form of the verb that agrees with the subject.

1. One of my cousins (is, are) going on a trip to France.
2. The man with all the birds (live, lives) on my street.
3. The players, as well as the captain, (want, wants) to win.
4. Either answer (is, are) acceptable.
5. Every one of those books (is, are) fiction.
6. (Is, Are) the news on at five or six?
7. Eight rupees (is, are) the price of a movie these days.
8. (Is, Are) the tweezers in this drawer?
9. Nobody (know, knows) the trouble I've seen.
10. The movie, including all the previews, (take, takes) about two hours to watch.

Turn the following sentences from Active voice to Passive voice.

1. The college has arranged the annual day function.
2. The company launched the new product.
3. The teacher is explaining the lesson.
4. The workers were fixing the road.
5. The committee has approved the proposal.

Turn the following sentences from Passive voice to Active voice.

1. The plants are watered by the gardener.
2. A new hospital was built by them.
3. The meal is being cooked by the chef.
4. The plan will be approved by the manager.
5. The exam has been written by the students.

Criteria for assessment:

Criteria	Timely Completion <i>/2.5</i>	Grammatical Correctness <i>/2.5</i>	Punctuation, Capitalization <i>/2.5</i>	Overall/2.5	Total <i>/10</i>
Marks					

Practical No: 5

Reading Comprehension and Précis Writing

Date:

No. of hours to be dedicated: 02

Relevant CO: 4 & 5

Objective: To enable students to read and understand. They will be exposed to contemporary content elaborating latest engineering research. Based on their understanding, they would be able to write answers to the given questions.

Read the following paragraphs and answer the questions.

Paragraph-1

Even 60 years after independence the women of India are still exploited and abused in spite of constitutional guarantees and new laws. The man considers himself superior to the woman and her master. The orthodox system of the family is set in his favour exclusively. Within the confines of domestic walls, man feels free to act like a merciless male chauvinist. The birth of a female child is considered a curse in most parts of our country. Without any thought the female foetus is murdered. At practical level law fails to protect a woman's human rights. The situation is worse in rural areas. There the woman slave for men considering it their fate and a duty ordered by God Almighty. The rural women have no idea about their legal rights and privileges.

It is not the illiterate women's fate only. Even an educated woman of urban areas who is gainfully employed does not use their rights for fear of antagonizing her husband. They meekly give in to the mate's arrogance to avoid domestic discord and physical abuse. The males of the family decide how to spend the earnings of the working female. From very childhood, the girls are mentally conditioned to let the males do the thinking for her and accept their decisions.

Thus, the male dominance continues to hold away at the cost of the rights and privileges of women. This factor has created a gross imbalance in the Indian families. Nowadays the families do not mind sisters, daughters and wives seeking gainful employment as long as they don't exercise their right to spend their earnings as they like. A working woman brings home a tidy salary to add to the family income but she cannot hope for any help from her husband in doing domestic chores. She has to toil alone like a slave. For husbands doing household work is below their dignity and as far as the women are concerned it is their natural duty. The doubly burdened women when protesting or complaining the men ignore them or react

violently which results in the growing tensions in relationships. The resultant quarrels and maladjustments in the family badly affect the children psychologically.

Questions

1 Have the new laws and rights guaranteed by the constitution ended the exploitation and abuse of women in India?

2 What does a man consider himself compared to a woman?

3 Are the situations of women good in rural areas?

4 What factor has created a gross imbalance in the Indian families?

Paragraph-2

India is cinema crazy and Indians are ever star struck zombies. Films are our staple diet and 'Bollywood' is a magic word. When young people get together they only talk about films, latest releases, the roles and styles of their actors and film songs. India is naturally the largest producer of films. Most of them are Hindi, Tamil and Telugu movies. In Spite of the large output our films lack in quality and content.

They are almost all formula films or clever or clumsy imitations of foreign films. They are made to make fast money with box-office hits only replete with songs, item numbers, sex and glory violence. The realities of life are totally absent and are devoid of art orientation. Very little aesthetic appeal is there and in no way convincing. Cheap movies prove commercial success and good artistic films don't find distributors and spectators. People like to watch idiotic flicks that don't challenge their intellect. The art movies are too taxing on their minds. The adolescent teenagers imitate the fashions, styles and mannerisms of their favourite actors. The immature youth are misled by cheap movie romance and silly adventures.

Infect, many crimes are inspired by ideas provided by crime thrillers. Besides crimes the movies contribute to the increasing lawlessness, indiscipline and unrest among youth. The Bollywood products show criminalization, sex and violence blatantly. The young folk are too immature to make a distinction between movie stunts and genuine adventures. Many raw youth mistake the movie stunts for real and try to copy them resulting in tragic mishaps.

Then, there is a nexus between the film industry and the underworld. It is a known fact that the mafia invests its black money earned through smuggling, drug trafficking, extortion, blackmail, contract killing, arms running, prostitution, gambling rackets and protection in financing movie production. And unwittingly film actors become a part of mafia operations which exposes them to blackmails and threats. It is a matter of real concern.

Questions

1 What 'Heading' do you suggest for this paragraph?

2 What negative attitudes the cheap films inspire youth into?

3 What do generally youth talk about when together?

4 With what has Bollywood been alleged to have nexus?

5 In which languages are the Indian films made the most?

Paragraph-3

India's remote areas, rural areas and far-flung hamlets remain connected to the rest of the country through

their radio sets or transistors. They remain in touch with news and information. The people do not feel isolated. Where there is no TV, telephone or mobile services, the radio is the only hope.

The people listen to current affairs, discussions, educative talks, news, songs, dramas, lectures, weather forecast, addresses to the nation by the president or prime minister, devotional music, etc. on their radio sets. It helps them keep abreast of the times by ear. The people in remote areas spend most of their spare time glued to the radio sets. Some even carry their transistors in fields, on bullock carts, or while cycling away.

Today the radio sets are very cheap and transistors are so handy that they have caught the fancy of everyone, men, women and children. This friendly chat gadget has proved bonanza to millions, both manufacturers and users. Broadcasts over radio have benefitted students, teachers, panchayat people, farmers, fishermen and soldier's stations in forward posts. Most of the developing countries including India are using radio broadcasts for long-distance education and weather warnings. The radio has enabled the farmers to grow three or four crops a year by listening to Kisan broadcasts. They have better crops and cattle since various problems related to them are discussed in broadcasts providing useful tips on remedial measures.

The rural folk through broadcast learn about improved seeds, manures, fertilizers, pesticides, irrigation systems and implements for water and energy conservation. Largely accurate advance weather forecast have proved a boon to the people engaged in agriculture.

City people, who are prisoners of multiplexes, cable TV and internet cannot even imagine how the humble radio set is revolutionizing the countryside.

Questions

1 How do people in remote areas keep themselves informed of the latest news?

2 Which radio network broadcast programmes for the farmers?

3 Which sections of people benefit most from the radio broadcasts?

4 Through broadcast, what do farmers learn about?

5 What developing countries are using broadcasts for?

Source:-<https://evirtualguru.com/10-comprehension-passages-practice-examples-with-question-and-answers-for-class-9-10-12-and-bachelors-classes/>

Paragraph 4

In November 2023, a survey regarding the most polluted cities of the world was conducted and shockingly, a few major cities of India; especially the capital as well as the financial capital of the country, that is; Delhi and Mumbai respectively, were high up in the list. While exploring the reasons behind the statistics, it was inferred that, forty percent of the air pollution is caused due to smoke from the vehicles. And a constant rise is seen in number of vehicles on the road in the cities. Also, India as well as the world is facing severe water crisis, future of conventional method of energy generation from conventional sources like coal, crude oil, turbines etc. is at stake. Solutions to all these problems lay in generation of solar energy; one of the types of green energy. It is also to be noted that, electric vehicles are preferred more and more these days compared to the resources which will result into decrease in air pollution in the country in the distant future. One of the major reasons behind such a move is; abundant access of electricity is now available across country, as large amount of electricity is generated through solar panels. Citizens prefer to opt for installation of solar panels for the generation of electricity for household usage for them, as well as for the society in general. Government has established solar farms across the country; from Ladakh to Uttarakhand, and from Rajasthan to Kutch etc. As a result, India's dependency on nations having rich source of crude oil is decreasing, as more and more citizens are opting for usage of electric vehicles as well as installing solar panels. Hence, solar energy is not only aiding to purify the air, albeit via a slow process but also, is empowering the nation to be independent in terms of production of energy and power. Thus, solar energy is overtly as well as covertly contributing a great deal in bright future of the nation.

Questions

1 List the traditional sources of energy production.

2 List the green energy resources.

3 What is the major source of energy in production of solar energy?

4 How does solar energy help the nation towards empowerment?

5 Give a suitable title to the paragraph.

Paragraph 5

OTT is a renowned media platform that has rapidly become popular among all generations of viewers. OTT is an abbreviation for over-the-top media platforms. OTT brought a paradigm shift to the entertainment industry. In India, there are renowned OTT Platforms like Netflix, Amazon Prime, Disney Hotstar, etc. Just like Video Streaming Platforms, Audio Streaming apps also paved the way toward a new revolution in the music industry. Ganna, Jio Savan, Wynk, and Spotify are popular audio streaming platforms among students. From the 1950s, magnetic tape video recording became a major contributor to the television industry, via the first commercialized video tape recorders. Tape Recorder, Walkman, radio, VCR, Lazer Disk, Cable Disk ruled till the end of 90s. In the 2000s, Entertainment Media shifted to CD, DVD, and MP3 Players but piracy nailed these formats and harmed the entertainment industry. Pirated CDs, DVDs, and MP3s were quickly sold in the grey market. With the arrival of the Internet and Broadband, this pirated business shifted to downloading and torrenting but piracy remained a major issue for the entertainment industry. Now a days, Saregaman Carvaan is an old dish of retro songs in a new flavor. Bluetooth Speakers, Earbuds, and Smart Speakers like Alexa and Google Mini are dominating the music industry world. With the arrival of OTT Platforms, entertainment became easily available with a click at affordable prices. In 2016, Jio was launched and it brought a paradigm shift in the internet market. The availability of cheap Internet pushed the popularity of the OTT Platform. This resulted in the decline of the pirated market. There is no

copyright in the OTT Platform and this liberty is misused in some web series in the name of liberty and realism. During Covid - 19 pandemic, when all the theatres were closed down, OTT was the only available platform for entertainment. Some of the popular web series in India are Special OPS, Gullak, Arya, Panchyat, Money Heist and Kota Factory. However You tube is one the largest video platform with maximum viewers worldwide.

Questions

1 What is OTT?

2 Which audio and video sharing platforms are discussed in the paragraph?

3 Who brought paradigm shift in the internet market and how?

4 Which changes did the Internet and broadband brought in the world?

5 Give a suitable title to the paragraph.

Precis Writing

A précis is an intelligent summary of a long passage. The purpose of writing précis is to test your understanding of the passage. Because precise writing is a summary, it is always shorter than the main passage.

Paragraph-1

Diet plays an important role in the prevention of many chronic diseases. Eating a balanced diet rich in fruits, vegetables, whole grains and lean protein can help reduce the risk of conditions such as heart disease, diabetes and certain cancers. On the other hand, a diet high in processed and unhealthy foods can increase the risk of these diseases. It is important to be aware of the types of food we eat and try to include nutrient-dense options in our diet. (124 words)

Paragraph-2

All the great things that have been done on earth have not been done for gold. The Lord Jesus did not come down and die on the cross for gold. The Spartans sought no reward when they fought and died at Thermopylae. The wise Socrates demands no salary from his countrymen but lives all day poor and barefoot only to make them good and noble. And even in our own time, there are heroes who do noble things but not for gold.

Our discoverers did not go out to enrich themselves when they set out on one terrible frozen sea after another: even the women who went to labour in Oriental hospitals did not impoverish themselves that they might become rich in great works. (136 words)

Paragraph-3

There is a strong connection between sleep and mental health. Getting enough sleep is essential to maintaining good mental health and can help improve mood, cognitive functioning and overall well-being. On the other hand, lack of sleep can increase the risk of developing mental health conditions such as irritability, difficulty concentrating, depression and anxiety. Prioritizing sleep and establishing healthy sleep habits are important to support good mental health. (141 words)

Source:- [Best 20 Precis Writing Samples With Answers - English Luv](#)

Paragraph - 4

Meditation is a practice that focuses the mind on a specific object, thought or activity to train attention and awareness. It has been shown to have many benefits for physical and mental health, including reducing stress and anxiety, improving sleep, and increasing feelings of calmness and relaxation. Studies have also shown that meditation can have positive effects on the brain, including increasing grey matter density in areas associated with learning and memory and decreasing grey matter density in the amygdala, an area of the brain involved in processing stress, fear. Despite the many benefits of

meditation, it can be intimidating for those who have never tried it before. However, there are many easy and accessible ways to get started, such as finding a guided meditation app or joining a meditation group. Focused – attention meditation is like weight lifting for your attention span. It helps increase the strength and endurance of your attention. Thus, it provides many benefits to us. (115 words)

Source: <https://englishluv.com/>

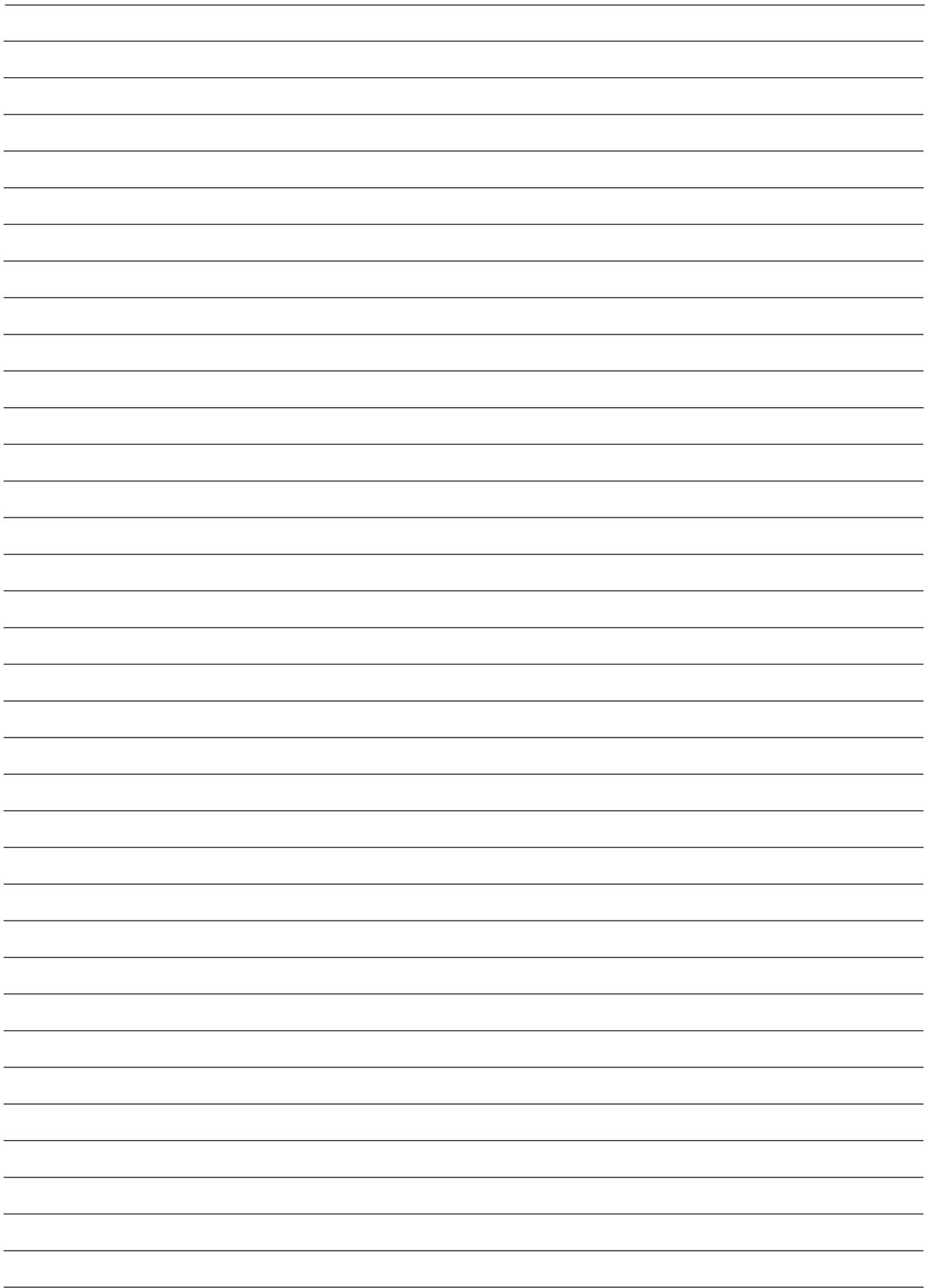
Paragraph 5

It is physically impossible for a well-educated, intellectual, or brave man to make money the chief object of his thoughts just as it is for him to make his dinner the principal object of them. All healthy people like their dinners, but their dinner is not the main object of their lives. So all healthy minded people like making money ought to like it and enjoy the sensation of winning it; it is something better than money. A good soldier, for instance, mainly wishes to do his fighting well. He is glad of his pay—very properly so and justly grumbles when you keep him ten years without it—till, his main mission of life is to win battles, not to be paid for winning them. So of clergymen, the clergyman’s object is essentially baptize and preach not to be paid for preaching. So of doctors, they like fees no doubt—ought to like them; yet if they are brave and well-educated the entire object to their lives is not fees. They on the whole, desire to cure the sick; and if they are good doctor sand the choice were fairly to them, would rather cure their patient and lose their fee than kill him and get it. And so with all the other brave and rightly trained men: their work is first, their fee second—very important always; but still second. (170 words)

Source: <https://abhipedia.abhimanu.com/>

Criteria for assessment

Criteria	Timely Completion	Correctness	Completeness	Overall	Total
	2.5	2.5	2.5	2.5	10
Marks					



Practical No: 7

Letter Writing

Date:

No. of hours to be dedicated:02

Relevant CO: 2 & 3

Objective: To write various formal letters to ask for leave, to apologise, to acknowledge and to appreciate professional communication.

Concepts to be discussed by the teacher:

- Purposes of Letter Writing
- Qualities of a Good Letter
- Essential Parts of a Letter
- Tips for Better Letter Writing
- Formats / Types of letters

BLOCK LAYOUT

HEADING

DATE

INSIDE ADDRESS

SALUTATION

BODY

COMPLIMENTARY CLOSE

SIGNATURE BLOCK

ENCLOSURES

MODIFIED BLOCK LAYOUT

HEADING

DATE

INSIDE ADDRESS

SALUTATION

BODY

COMPLIMENTARY CLOSE

SIGNATURE BLOCK

ENCLOSURES

SEMI - BLOCK LAYOUT

HEADING

DATE

INSIDE ADDRESS

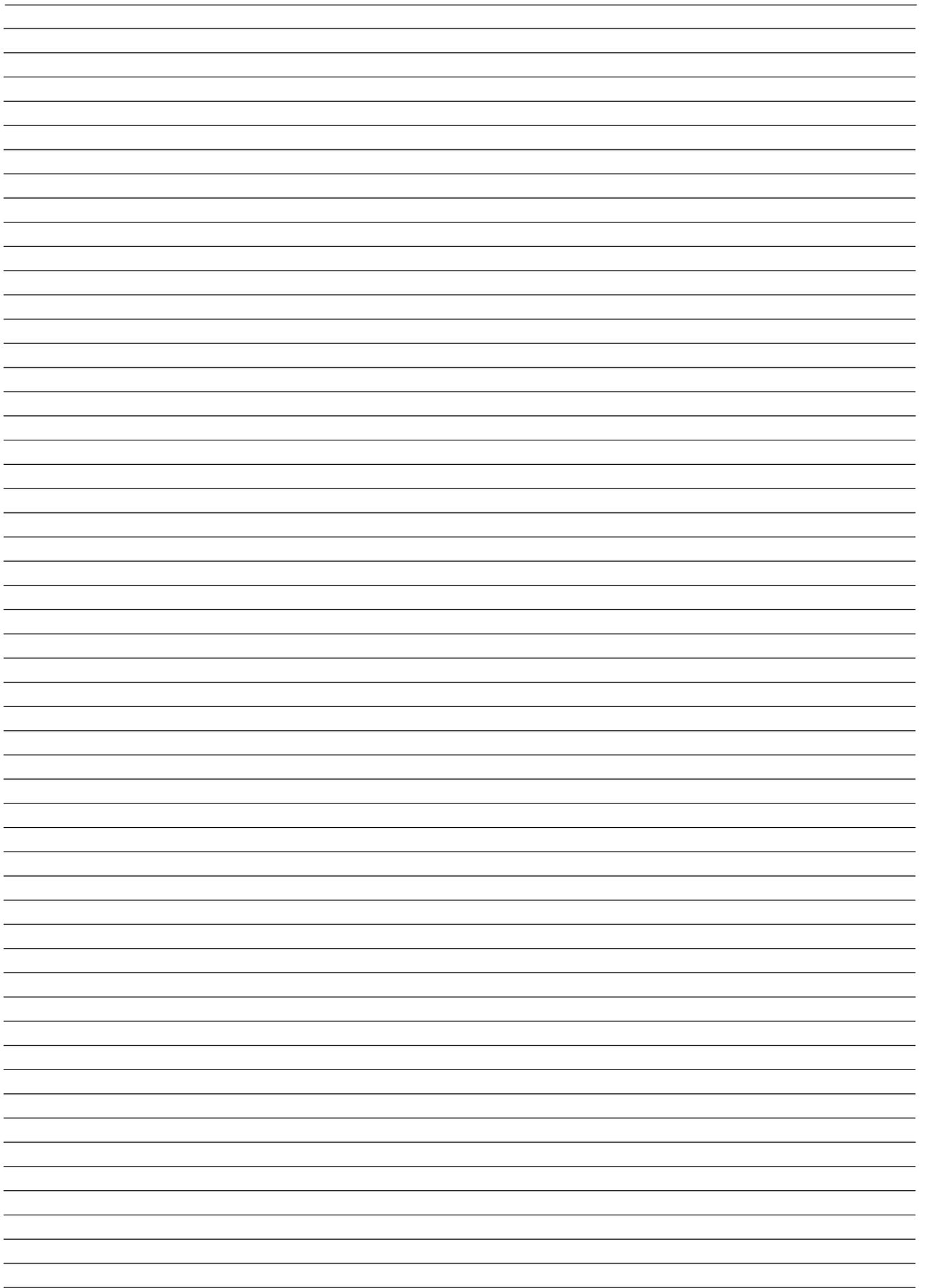
SALUTATION

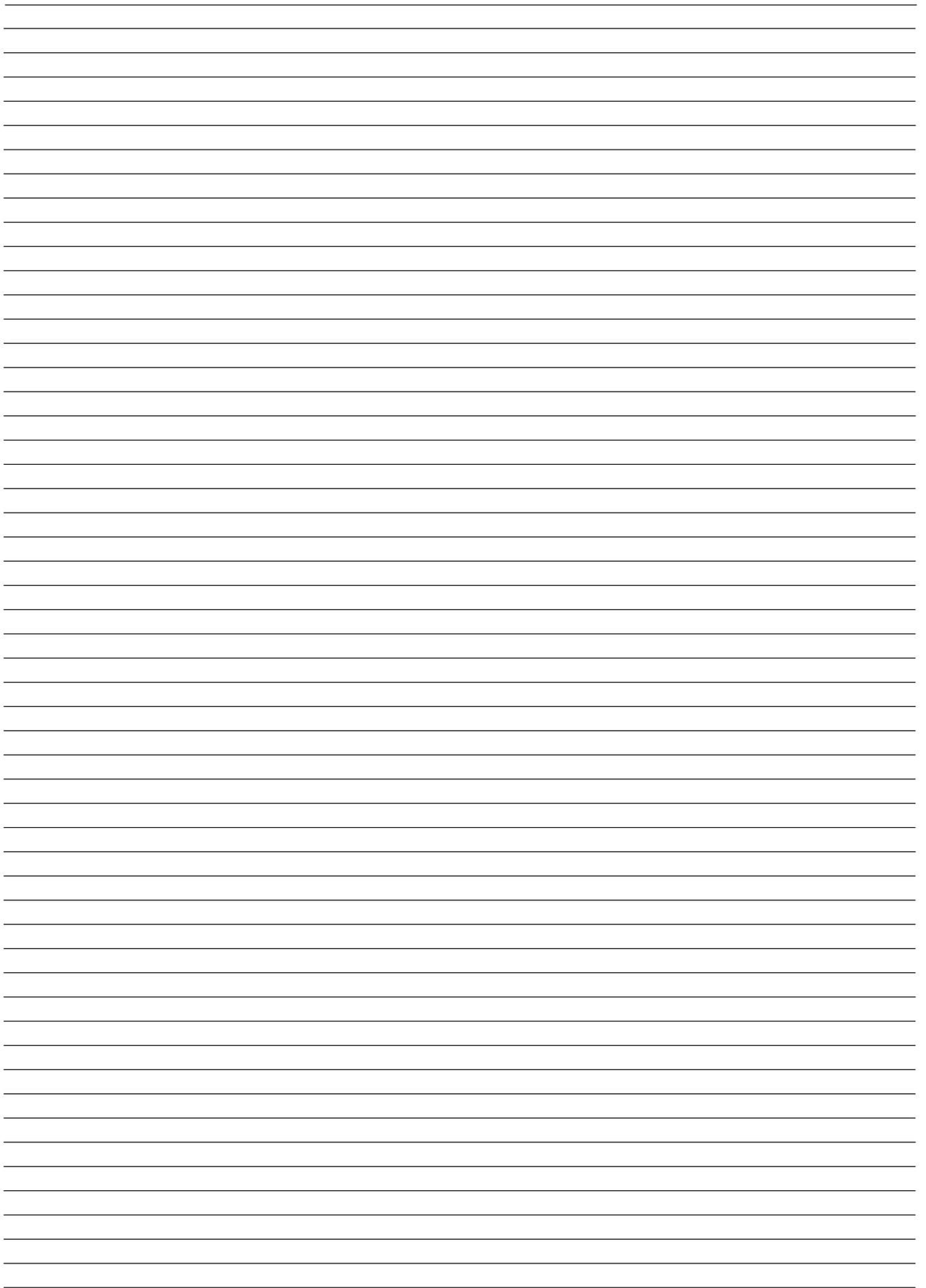
BODY

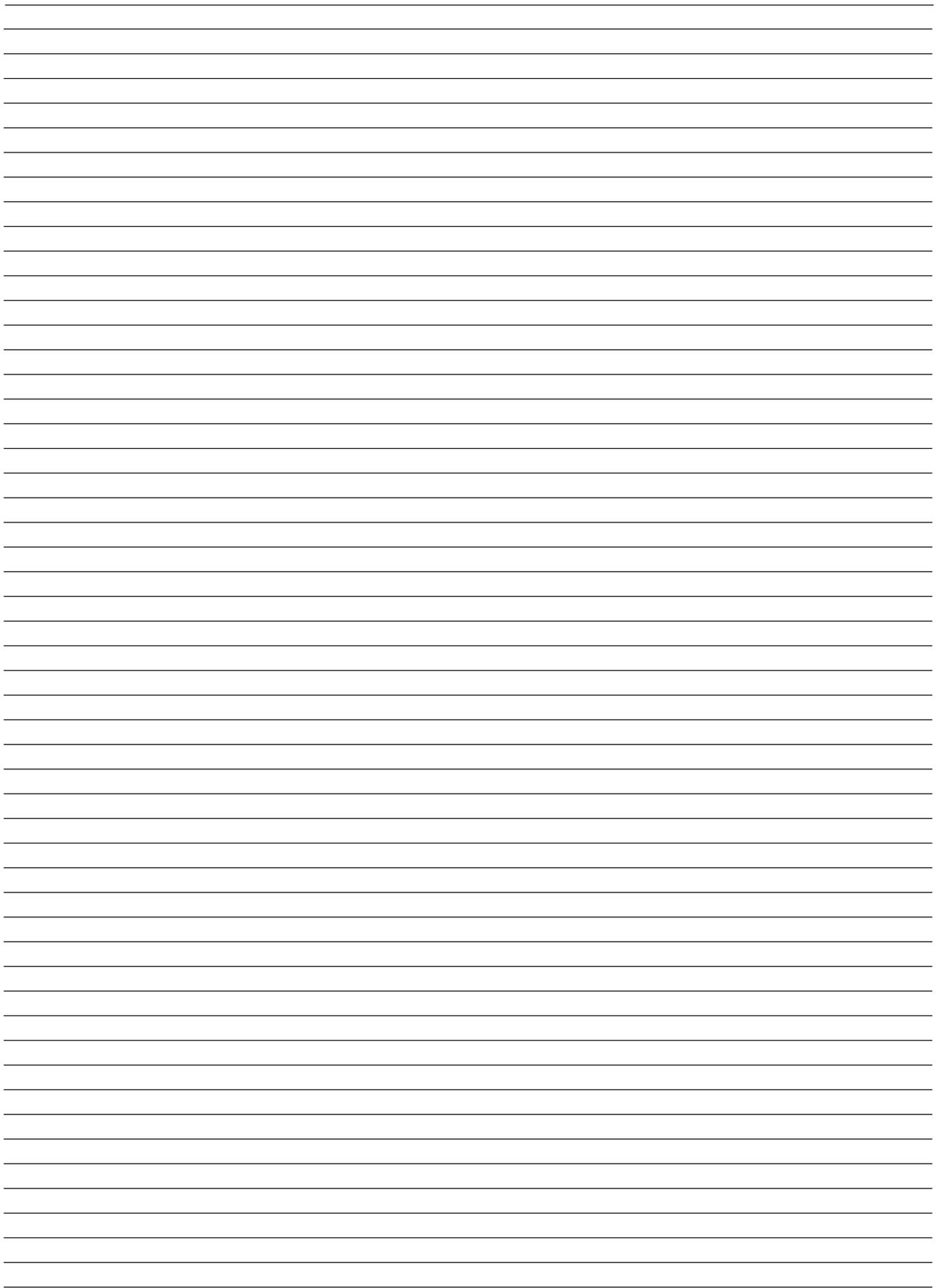
COMPLIMENTARY CLOSE

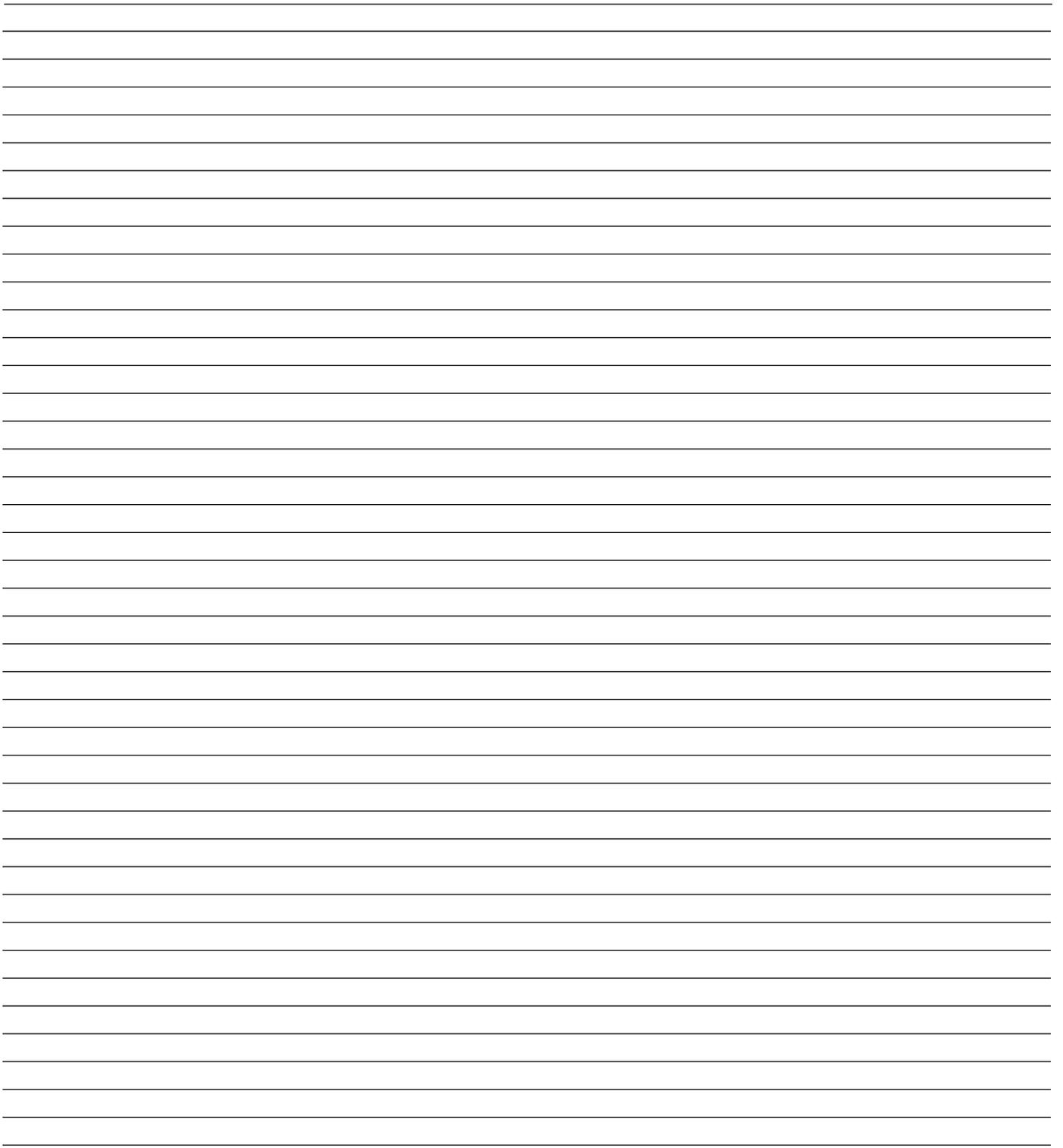
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ENCLOSURES









Practical No: 9

Debates: Voices of Reason

Date:

No. of hours to be dedicated: 04

Relevant COs: 2 & 4

Objectives: To enhance communication, critical thinking, and teamwork skills, while promoting understanding of current events and technical topics.

What does it mean to engage in a good/healthy debate?

It is organised

Opening Statements: Both sides clearly state their position and introduce their arguments.

Arguments and Counterarguments: Each side presents well-researched points and responds to opposing views with well-thought counterarguments.

Closing Statements: A strong conclusion that reinforces key arguments and leaves a lasting impression on the audience.

Arguments with potential

Evidence-Based: Arguments are supported by credible sources, data, and real-world examples.

Logical Reasoning: Arguments are based on sound logic, with clear connections between the premises and conclusions.

Balanced Perspective: A good debate presents multiple perspectives, helping the audience understand all sides of an issue.

Respectful Participation

Active Listening: Debaters listen carefully to their opponents, acknowledging their points before countering them.

No Personal Attacks: A good debate focuses on the issue, not on attacking the person presenting the opposing view.

Constructive Criticism: Responses are respectful and constructive, challenging ideas rather than belittling individuals.

Effective Communication

Clarity: Debaters speak clearly and confidently, avoiding jargon and speaking in a way that is easy for the audience to understand.

Persuasiveness: They use rhetorical techniques, such as ethos (credibility), logos (logic), and pathos (emotions), to strengthen their arguments.

Engagement: The debaters engage with the audience, making the debate dynamic and interesting.

Criteria for assessment:

Criteria	Group dynamics <i>/2</i>	Body Language <i>/2</i>	Com. Skills <i>/2</i>	Knowledge/ Responses <i>/2</i>	Overall Impression <i>/2</i>	Total /10
Marks						

Practical No-11

Phonetics

Date:

No. of hours to be dedicated: 02

Relevant COs: 4

Objectives: To enhance pronunciation and fluency

PHONEMIC CHART

monothongs diphthongs



vowel sound	i: sheep	ɪ ship	ʊ good	u: tooth	ɪə deer	eɪ say		
	e bed	ə her	ɜ: bird	ɔ: law	ʊə pure	ɔɪ boy	əʊ soap	
	æ cat	ʌ up	ɑ: car	ɒ on	eə pair	aɪ mine	aʊ now	
consonant sound	p park	b bike	t tree	d day	tʃ chair	dʒ June	k cat	g goal
	f photo	v very	θ think	ð this	s sorry	z zoo	ʃ shout	ʒ vision
	m man	n never	ɪŋ sing	h honey	l lake	r red	w what	j yes

The 44 phonemes of Received Pronunciation based on the popular Adrian Underhill layout and adapted by TEFL Trainer.

Source: <https://www.youenglishhub.com/phonemic-chart-and-i>

Tongue Twisters

Tools/devices needed: Recording device (any)

Instructions:

Slow to Fast Practice: Start by speaking each tongue twister slowly, focusing on articulating every sound. Once comfortable, gradually increase the speed without losing clarity.

Recording and Playback: Record yourselves reading the tongue twisters and then listen back to identify areas for improvement. Work on the problem areas, record again and repeat till satisfied with the result. Finally, ask your partner to give you feedback on the final recording.

Identify the word for the meanings given below from the table and write its phonetic transcription:

1. A noisy cry made by a dog: _____
2. A small enclosed place to lock animals: _____
3. To examine carefully: _____
4. A type of fabric having soft, smooth, and shiny texture: _____
5. A sudden, intense burst of wind: _____
6. To speak in a loud, excited manner: _____
7. A person who repairs things: _____
8. Anything short-lived, as an insect that lives only for a day: _____
9. Emotionally purging: _____
10. Not large but sufficient in size or amount: _____
11. Being or affecting only a segment: _____
12. Pay close attention to: _____
13. Marked by complexity and richness of detail: _____
14. Praise, glorify, or honor: _____
15. The goal intended to be attained: _____

Objective	Shout	Cage	Exalt	Ephemeral
Heed	Check	Gust	Elaborate	Mechanic
Cathartic	Bark	Modest	Partial	Silk

Take help of: Learn English Sounds Right, FluentU or Dictionary apps that can provide pronunciation of words

Sources: <https://www.vocabulary.com/lists/171713>, <https://www.vocabulary.com/lists/52473>

Criteria for assessment:

Criteria	Accuracy /2	Fluency /2	Intonation /2	Clarity /2	Overall Impression /2	Total /10
Marks						

Suggested References:

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